



Lewistown JSEC
Meeting Minutes
August 2, 2012

Prepared by Kristin Rutten, JSEC Coordinator

In attendance

Oscar Cantu
Stephen Taylor

Terri Hall
Steve Phillips

Roy Jones
Kristin Rutten

Lauri Tognetti

Absent

Jeff Evans

Previous Month's Meeting Minutes

Steven gave an oral report of the July meeting in lieu of formal minutes, which included discussion about the new JSEC logo and a possible motto (Moving Forward... Helping Lewistown. Helping You. Helping Us.), possible promotional products (notebooks, pens, coffee mugs, hats), potential new member recruits, and future workshop ideas (marketing, advertising/social media, relationships). Terri moved to approve the minutes as reported. Lauri seconded. Motion carried.

Treasurer's Report

Roy reported \$100 in ABC registration fees has been received to date, as well as \$117.15 from the Managing in Montana workshop, which represents JSEC's 20% share of the net income. Expenses for that workshop included \$45 in postage.

JSEC Coordinator's Report

Kristin reported she is working to get up to speed on JSEC happenings and is happy to be joining the group as its coordinator.

Job Service Report

Roy reported the addition of Kristin to the Job Service staff and shared current statistics –Lewistown Job Service currently has 97 open job orders and local unemployment increased from 4.9 to 5.1, which he attributed to formerly inactive seekers resuming active job searches. The local office has also been dealing with a Trojan in its computer systems this week, resulting in three hard drives being sent to Helena for replacement.

Old Business

There is no change in 501(c)(3) status to report at this time.

Lauri moved we approve the new JSEC logo created by Stephen. Terri seconded. Motion carried.

The Management in Montana Seminar was discussed. The three individuals who received free passes did attend and the general consensus was that the seminar was well-received. Steve did mention that one of his staff members who attended reported the presenter had given some misinformation concerning medical records law by taking that information out of context, but otherwise found the seminar enjoyable.

Past discussions about the need to begin compiling and organizing email addresses of those who attend our workshops was continued. Kristin agreed to develop a master database for this purpose. Email addresses will also now be collected through event registration and attendance forms. It was suggested these email addresses be used to follow up with participants to get ideas for future workshops, possible other attendees, general comments, etc. The possibility of initiating a monthly e-newsletter was also discussed, with the suggestion made to give email recipients options regarding frequency.

New Business

Steve moved that we accept Jeff's resignation as Treasurer. Terri seconded. Motion carried.

Terri moved we elect Stephen as the new Treasurer. Lauri seconded. Motion carried.

Terri moved we accept Torie's resignation from the committee. Steve seconded. Motion carried. Steve suggested we invite Torie and/or CMMC to suggest a replacement to represent the hospital.

The Assistance for Business Clinic is scheduled for September 5, 2012, at the Yogo Inn. Promotion of the event was discussed, including whether the cost of paid advertising is justified by its impact. Stephen moved we spend up to \$75 each on radio and newspaper advertising, in addition to sending a direct mail piece using the bulk mail permit through the Chamber of Commerce. Steve seconded. Motion carried. **Volunteers are needed to help prepare this mailing at noon on Wednesday, August 8th in the Job Service conference room.** A flyer has already been sent via the Chamber mailing and Kristin will request an additional mailing in the next Chamber newsletter. The event has also been added to the Chamber and News-Argus Community Calendars, a news brief has run in the News-Argus and Kristin will submit additional briefs and/or articles to the newspaper before the event. Stephen moved we accept Lauri's recommendation for the luncheon menu, which was a croissant sandwich bar, pasta salad, fruit, coffee and iced tea for \$7.95 per person, in addition to providing coffee during registration, supplemented by doughnuts during the morning break and a snack mix plus iced tea for the afternoon break. Steve seconded. Motion carried.

Promotional items bearing the new logo were discussed. Stephen will look into getting promotional notebooks with pens ordered in time to share with ABC participants, including checking into local suppliers. He will email us with his findings.

The meeting adjourned at 1:10 p.m. The next meeting is scheduled for Thursday, September 13th at noon at the Lewistown Job Service.